



Safety

THE US AIR FORCE MISHAP PREVENTION PROGRAM

★AFI 91-202, 1 October 1995, is supplemented as follows:

NOTE: This supplement does not apply to Air National Guard units. Unit supplements must be approved by HQ AETC/SE before they are published.

★1.8.12, Bullet 4. (Added)(AETC) Develop internal goals and objectives, by safety discipline, each year. Goals should be realistic; complement the AETC fiscal year goals, and include such items as mishap reduction objectives, facility and equipment improvements, and program improvements. Chiefs of safety will document and track safety staff goals.

1.8.12, Bullet 5. (Added)(AETC) Conduct self-assessments and inspections on all safety disciplines, using the safety program management checklist developed by this headquarters. Local program items may be added to the checklist.

★1.8.13. Squadron commanders will be given a copy of AETCPAM 91-203, *Squadron Commander's Safety Pamphlet*, while attending the AETC Squadron Commanders and Spouses Seminar.

★1.8.13, Bullet 5. (Added)(AETC) Appoint flight, ground, and explosives unit safety representatives (USR) as appropriate and ensure they report to the host wing safety office for initial training within 30 days of appointment. Ensure appointed USRs have at least 1 year retainability and are not tasked with other additional duties which could detract from implementation of the unit's mishap prevention program. Air Force Recruiting Service (AFRS) squadrons will send a copy of the appointment letter to HQ AFRS/SE and a copy to their host installation safety office (if the host is providing safety support). Initial training of noncollocated AFRS squadrons may be accomplished through use of a comprehensive pamphlet.

★1.8.13, Bullet 6 (Added)(AETC) Discuss training, experience, use of safety equipment, rules, and precautions with personnel participating in high-risk activities (such as flying civil aircraft, hang gliding, sky

diving, parasailing, white-water rafting, motorcycle and auto racing, scuba diving, bungee jumping, and other similar activities). These preventive measures are not intended to prohibit personnel from participating in high-risk activities, but to ensure they are familiar with the hazards and injury potential of these activities. Commanders should ensure personnel wishing to participate in high-risk activities take appropriate safety measures. If commanders determine these personnel are inadequately trained or inexperienced and (or) a threat to safety and the mission exists, they must prohibit these personnel from participating in the activity. However, the commander's role in safety does not replace the individual's responsibility. The individual must exercise sound judgment and self-discipline and not put life, limb, or the performance of his or her Air Force duties in jeopardy. Documentation of the briefing is at the unit commander's discretion. AETC Form 410, **High Risk Activities Worksheet** may be used.

1.8.13, Bullet 7. (Added)(AETC) Ensure AETCVA 91-2, *Beyond The Essence of Safety*, is permanently displayed in each unit.

1.8.14, Bullet 2. AETC Form 705, **Job Safety Analysis Worksheet**, may be used to conduct job safety analysis (JSA).

★1.8.15. Bullet 6. (Added)(AETC) (The following applies to military personnel only.) Participating in high-risk sports and recreational activities, such as flying civil aircraft, hang gliding, sky diving, parasailing, white-water rafting, motorcycle and auto racing, scuba diving, bungee jumping, and other similar activities, will inform their first echelon commander or immediate supervisor of these activities. The first echelon commander will then discuss these activities with personnel engaging in such

activities. (**NOTE:** The commander's role in safety does not replace the individual's responsibility. The individual must exercise sound judgment and self-discipline and not put life, limb, or the performance of his or her Air Force duties in jeopardy.)

2.1. Primary duty safety personnel will not be assigned duties not directly associated with the job elements described by the basic instruction.

2.1.1. Chiefs of safety in AETC will accomplish the following:

2.1.1.1. WCIP05B, Chief of Safety course.

★2.1.1.2. Semiannually (in March and September) send HQ AETC/SE (through their respective NAF) an updated personnel roster. The roster will include the name, grade, telephone number, and e-mail address of the wing commander and his or her secretary, vice commander, executive officer, and all full-time safety personnel assigned to the unit. Include the safety office's fax number.

2.1.1.3. With the March personnel roster, also include a listing of all safety courses (including course title, date completed, and location of training) completed by full-time safety personnel.

2.1.4. Where no weapons safety manager (WSM) is assigned, the ground safety manager (GSM) will manage the explosives safety program. WSMs and GSMs will attend the formal weapons safety training course listed in AFCAT 36-2223, *USAF Formal Schools*.

2.1.7. FSO/NCO will not be an additional duty assignment.

★2.4.3. Each safety staff that has or supports a flying mission will maintain a mishap investigation kit. Establish kit contents according to AFP 127-1, *US Air Force Guide to Mishap Investigation* (projected to be AFPAM 91-211), and attachment 5 (Added)(AETC). A camera is not required in the kit if installation photo element support is readily available. Units will use attachment 6 (Added)(AETC) when setting up and supplying a room for formal safety investigation boards.

3.1.3. AETC full-time safety staffs will conduct all annual inspections, assessments, and evaluations. Each AETC unit will be inspected at least every 12 months. The USR will conduct annual inspections in AFRS squadrons.

3.1.3.2. Supervisors will conduct their own inspections and send a copy of the report to the parent unit safety

staff. Significant safety problems should be resolved with the responsible safety staff, to include onsite assistance and assignment of risk assessment codes (RAC), if applicable.

3.1.4.1. Conduct a commander's in-brief and out-brief. Provide the formal report within 10 workdays after completing the inspection.

3.1.4.4. Provide the formal report to the commander within 10 workdays after completing the inspection as follows:

- Provide an executive summary and address overall management, supervisory support, and safety condition of facilities and equipment. Reference specific problems and trends identified in the report and recommend solutions.
- Also address the unit's mishap experience and include any program element that requires additional commander emphasis, such as attendance at traffic safety education or supervisor safety courses, adequacy of local written procedures, etc. Include guidance on posting RACs, responding to the report, and tracking corrective actions on open discrepancies.
- If a rating system is used, it must conform to guidance in AFI 90-201, *Inspector General Activities*, and the inspecting unit will establish rating criteria. Indicate the inspection or assessment rating assigned, based on the findings in the report. If the rating was marginal or unsatisfactory, conduct a staff assistance visit (SAV) on those areas between 90 and 120 days after the inspection. Where more than one safety discipline was inspected, include sections on each discipline.
- Explosives safety inspection reports will specifically address the adequacy of explosives operating instructions (OI), explosives facility licenses, explosives safety training, and training lesson plans.
- AETC Form 69, **Safety Inspection Report**, may be used to document inspection findings and corrective actions.
- AETC Form 68, **Control Record for Followup/Closeout Action**, may be used for followup and closeout actions.

★3.1.4.6. (Added)(AETC) **Conducting Spot Inspections.** Spot inspections are one of the most important tools of mishap prevention, and they should cover all areas of the installation during operational hours. Semiannually inspect all recreation areas, including

those under military control located off base. Free public access recreational facilities frequented by military personnel should be visited to ensure no serious hazards exist. At least one spot inspection will be conducted per week per safety staff member and at least 10 percent will be conducted at times other than normal duty hours. Each inspector will keep a record of spot inspections performed. This record will contain (as a minimum and as appropriate) the name of the inspector, area inspected, date of inspection, person contacted, findings, corrective action, RACs assigned OPR, and followup and closing actions. The GSM, chief of flight safety, or equivalent will review spot inspection records monthly to ensure the program is being vigorously pursued. Recruiting squadron commanders will establish a spot inspection program that fulfills the needs of the unit, determine the frequency of inspections, appoint an inspectors, and mimic the above program as closely as possible.

★3.3. Assessments of organizations below wing level will be performed at least annually.

★3.4. The NAF/SE will conduct SAVs on a regular basis **and** when requested by the wing commander. Written reports will be provided to HQ AETC/SE. Visits will not be conducted within 6 months of AETC/IG-scheduled assessments or inspections unless specifically requested by the wing commander. The SAV program provides:

- Safety staffs a means of helping unit safety personnel by reviewing their management and administrative procedures for effectiveness and providing recommendations for improvement.
- A high degree of flexibility in determining which units are visited, frequency of visits, and functional safety areas.

4.2. Functional managers will coordinate corrective measures on safety-related items with the installation safety staff before using one of the references listed in this paragraph of the basic instruction.

★4.3.6. In the memo identifying actions underway, include the following statement: "If you are not satisfied with the results of actions taken, resubmit the report to this office requesting the alleged hazard be reinvestigated, and state the reasons why."

4.4.2. When a hazard is not correctable at installation level, send one copy of the hazard report to the NAF/SE, who will forward it to HQ AETC/SE, if necessary. Provide recommendations and a copy of the case file.

5.2. For mishap prevention, supervisors will brief final progress reports on applicable AETC Class A and B ground, flight, explosive, and appropriate high accident potential flight mishaps to all appropriate personnel.

5.3.2, Bullet 5. AETC publications and other safety information include the following:

5.3.2.1. *TORCH Magazine*. This magazine, published monthly by HQ AETC/SE, is the command's safety magazine. It contains articles and materials for use by subordinate organizations in their mishap prevention programs. Units and individuals are strongly encouraged to submit articles on any and all aspects of safety.

5.3.2.2. *Road to Wings*. These publications detail lessons learned from T-37 and T-38 aircraft mishaps, primarily involving undergraduate pilot training missions. The publications are AETC Handbook 11-1, *Road to Wings (T-38)*, and AETC Handbook 11-2, *Road to Wings (T-37)*. FSOs should ensure T-37 and T-38 aircrews and maintenance safety representatives have access to the most current edition of these publications.

5.3.2.3. *Road to Life*. This publication, AETC Pamphlet 91-2, provides a history of fatal ground mishaps that involved AETC people, the majority of which are young adults just beginning their Air Force careers.

5.3.2.4. *Mishap Prevention Information Packets*. Issued periodically, these packets contain a variety of safety information. Units should ensure appropriate information is disseminated.

★5.3.2.5. *Squadron Commander's Safety Pamphlet*. This publication, AETC Pamphlet 91-203, provides commanders insight into their safety program responsibilities and helpful hints for planning and executing their safety program.

5.4, Bullet 2. Supervisors will conduct monthly safety briefings, using AETC Form 703, **Log of Supervisor's Safety Briefing**, to record these briefings. Keep completed AETC Forms 703 on file for 60 days. (**NOTE:** For personnel on leave, TDY, or working in administrative areas, the read-and-initial method meets this requirement.) In training areas, either the training instructor or supervisor from the student's squadron conducts and documents the briefings for students. Maintenance supervisors should provide maintenance personnel with mishap prevention information. For units with contract maintenance, provide information for maintenance personnel through the maintenance quality assurance evaluator (QAE). Suggested flight safety subjects include, but are not limited to:

- AETC mishaps and local in-flight emergencies involving maintenance errors or material failures. Mishap information must be protected and released according to AFI 91-204, *Safety Investigations and Reports*.
- Local foreign object damage reports and program status.
- Applicable hazard reports.
- Significant material failure trends.

5.5, Bullet 4. (Added)(AETC) Ensure each analysis includes an introduction, overview, and conclusion. Identify adverse trends and provide recommended action to eliminate them. Identify appropriate action agencies. Forward a copy of the analysis to HQ AETC/SE through the appropriate NAF. Use analysis to:

- Inform commanders.
- Prepare briefings.
- Brief occupational safety and health councils.
- Update inspection checklists.
- Plan special or spot inspections.
- Plan special safety programs.
- Inform base populace through media channels.

5.5, Bullet 5. (Added)(AETC) Investigate all unfavorable flight safety trends. Command trends and mishap data are available from HQ AETC/SEF for comparison of installation rates.

5.5, Bullet 6. (Added)(AETC) Accomplish a ground safety mishap analysis at least semiannually. Analyze and track the following data:

- Reportable and nonreportable mishaps.
- Inspection reports.
- Hazard reports and hazard abatement forms.
- Seat belt surveys.

6.1. All requests for training will be forwarded to HQ AETC/SE through the appropriate NAF.

6.2. The safety staff will train newly assigned flight, ground, and explosives USRs (primary and alternate) within 30 days of appointment. Training will include items in paragraphs 8.2.1 and 10.2.2 of this supplement, as appropriate. The safety staff will document and

maintain a record of this training. (Recruiting Service will prepare a written training program for squadron USRs and follow up this training as needed.) USRs should receive recurring training semiannually. This training should include topics such as mishap prevention plans, programs, education and publicity items, changes to safety publications, mishap and inspection status, etc. Recruiting squadrons may receive recurring training from the host safety staff (where applicable) and from their headquarters safety staff during normally scheduled visits.

6.3. AETC and AFIT courses are projected 2 years in advance. Safety managers should carefully plan for all foreseeable training needs during the annual training forecasts. Direct requests for training to HQ AETC/SE through the appropriate NAF. Chiefs of safety at NAFs should attend the Chief of Safety course provided by Air Force Safety Center (AFSC). Wing chiefs of safety should attend this course if they have not previously attended the Flight Safety Officer course.

★7.2.1. The FSO must also conduct an annual assessment of the flight safety programs at the maintenance unit and flight support activities. This assessment will include:

- Dissemination of maintenance cause-related mishap information (local and command).
 - Technical order and checklist usage and compliance.
 - Maintenance standardization and evaluation program trends, including detected safety violations and recurrence.
 - Deficiency reporting (DR) procedures.
- NOTE:** For units with contract maintenance, include a review of the statement of work (SOW) and contractor's safety plan.
- Helicopter landing pads, auxiliary fields, and landing zones used on a regular basis.
 - Aircrew extraction exercises.
 - Flyover plans and operations.
 - Locally approved P-field refueling and servicing operations and airfield safety.
 - Weather forecast and warning operations.

- Flight surgeon and aerospace physiological training units.

7.5. For units with contract maintenance, FSOs will work closely with CAE personnel to monitor aircraft maintenance according to this paragraph in the basic instruction.

★7.6. Each person identified to serve as a potential board member will be trained within 1 month. Training will be conducted by a formal school trained FSO. Previous members of mishap boards should be used to contribute lessons and techniques learned. Training may include any combination of personal briefings and written or audiovisual materials. Refresher training should be given annually to review requirements in AFI 91-204 and update previously trained individuals on new rules, techniques, and lessons learned. Recommend a review of applicable portions of the mishap response plan and contents of the investigation kit during this training. Any of the above formats may be used. **NOTE:** Each NAF safety office will schedule its unit's prospective board presidents for AFSC SIB president's training through HQ AETC/SEF.

★7.9. FSOs and FSNCOs, along with the airfield manager, will annually review airfield waivers, exemptions, and deviations.

7.10. The primary flying unit safety office is the OPR for the MACA program.

7.11.1. Commanders will establish a BASH plan. The plan must include timely determination and dissemination of bird watch condition codes to local and transient aircrews. The bird watch condition code is for the airfield. All runways on an airfield will operate with the same bird watch condition. Operational restrictions may vary between runways and types of aircraft. Additionally, AETC aircrews who encounter a bird hazard on low-level routes will broadcast (on the appropriate frequency) the location, altitude, and intensity of the hazard and inform the supervisor of flying (SOF) about bird hazards encountered as soon as practical after route exit. Operational restrictions will be developed to allow local flying supervisors flexibility to mitigate bird hazards to the maximum extent feasible. Implementation of operational restrictions is the responsibility of local flying supervisors. The primary flying unit safety office is the OPR for the base BASH reduction program and plan. At AETC installations without a flying unit, the appropriate safety staff will be the OPR. Each base will annually review its BASH plan and send a copy of each revision to the following offices: HQ AETC/SEF, AETC AOS/AOF, HQ AETC/CEVE, and HQ AFSC/SEFW.

7.11.2. The wing safety staff will annually evaluate local low-level routes for BASH considerations. Contact the BASH team (HQ AFSC/SEFW, 9700 Ave G SE, Ste 279A, Bldg 24499, Kirtland AFB NM 87117-4570) for assistance with these route evaluations. Ensure a bird avoidance model (BAM) is included in the BASH plan for each local low-level route.

7.11.3. Send a copy of the semiannual AF Form 853, **Nondamaging Bird Strike Report** to HQ AETC/SEF.

7.13. (Added)(AETC) Flight Safety Education and Training:

7.13.1. Wing FSOs will serve as instructors for academic safety training courses in the AETC undergraduate syllabus. Wing flight safety will ensure a flight safety orientation briefing is provided to newly assigned permanent party crewmembers. This briefing should include, but is not limited to:

- Commander's safety policy or philosophy.
- Local flying hazards, including BASH areas, midair collision hazard areas, and hazardous air traffic report (HATR) procedures.
- Flight line operations, including taxi hazards and vehicle operations.
- Privileged aspects of limited-use reports, intracockpit recordings, and radio communications.

7.13.2. At least once every 12 calendar months, wing or squadron FSOs will brief aspects of privileged and limited-use reports to all wing personnel having access to these messages and reports. Completion of this mandatory briefing item will be documented.

★8.2. Host ground safety staff will also:

- Develop and maintain inspection checklists. (**NOTE:** Review checklists annually for currency.)
- Provide continuation training and safety educational materials to USRs.
- Establish spot inspection requirements (frequency and documentation) for unit additional duty safety representatives.

8.2.1. (Added)(AETC) Unit additional duty ground safety staff responsibilities include:

- Helping the unit commander establish and maintain a mishap prevention program.

- Serving as focal point for safety matters.
- Informing the commander or department and branch chiefs of program status and recommending corrective actions where required.
- Disseminating safety information and helping supervisors develop briefings, educational talks, etc.
- Ensuring supervisors are provided updated briefing materials regularly.
- Ensuring safety education materials are available.
- Ensuring current mishap prevention information is disseminated.
- Helping the unit commander promote an aggressive motorcycle safety program.
- Establishing a system for prompt reporting of mishaps.
- Conducting an ongoing safety belt program.
- Conducting monthly spot inspections.
- Helping supervisors prepare job training guides and job safety analyses.
- Helping the unit commander and supervisors conduct a viable manual lifting program as directed by chapter 2 of AFOSH Standard 127-46, *Materiel Handling and Storage Equipment*

8.4. Supervisors will ensure applicable AFOSH guidance is available to employees.

10.1.1. The installation weapons safety manager (WSM) develops and implements a weapons safety program. Where no WSM is assigned, the GSM will administer the weapons safety program and serve as the WSM. The WSM will:

- Keep the commander informed of significant problems and developments.
- Provide necessary staff assistance to each unit handling, storing, or using explosives including tenants as stated in host-tenant support agreements in AFI 25-201, *Support Agreements Procedures*. Brief the incoming wing commander on all explosives waivers, exemptions, deviations, and corresponding corrective action within 90 days of his or her arrival. Include a risk assessment for each and use the base explosives exemption matrix (BEEM)

found in AFMAN 91-201, *Explosive Safety Standards*, in the briefings.

- Review and update inspection guides (checklists).
- Notify the appropriate NAF/SE and HQ AETC/SEG of a planned visit by another MAJCOM, service, or federal agency regarding any explosives safety issue. This includes any proposed changes or additions to the tenant mission affecting AETC host installation weapons safety responsibility.
- Conduct an annual inspection of explosives areas and operations. Maintain copies of the annual inspections for 1 year.
- ★Include all explosives areas and operations in the periodic spot inspection program. (See the basic instructions [paragraphs 3.1 and 10.2.3] as well as the subparagraphs to 3.1 in this supplement.) The spot inspection log should resemble the format outlined in paragraph 3.1.4.6 of this supplement. Maintain copies of spot inspections for 1 year.
- Participate in the semiannual range safety inspection jointly conducted by the combat arms training and maintenance organization and the safety staff (AFI 36-2226, *Combat Arms Training and Maintenance [CATM] Program*).
- Determine whether personnel involved in explosives activities are trained and qualified and technical data and locally written procedures are used and enforced.
- Include training exercises (for example, the Base Exercise Evaluation Team (BEET), Prime BEEF team, and security police) in the weapons safety spot inspection program. Additionally, participate in pre-exercise or demonstration planning meetings.
- Ensure adequate operating procedures are written for handling malfunctioned items (duds, misfires, etc.) whether they are small arms, simulators, or high explosives.
- Maintain a current list of primary and alternate unit explosives safety personnel and the date each was appointed and trained.
- Conduct or selectively monitor unit weapons safety training given to people who store or handle explosives. Coordinate on all local lesson plans. Ensure lesson plans include the required subjects.
- Coordinate on all locally written procedures for explosives. Ensure procedures include the

requirements specified in AFMAN 91-201, chapter 2. Maintain a file of current procedures indicating OPR, title, and date. During annual safety inspections, review written procedures and explosives licenses for compatibility, currency, and adequacy.

- Monitor the personnel reliability program (PRP) when the installation supports any organization with an active PRP (other than an administrative PRP).
- Provide mishap prevention information to applicable agencies.
- Process hazard reports involving explosives activities.
- Ensure explosives mishaps are investigated and reported according to AFI 91-204.
- Monitor corrective action on explosives mishaps, hazard reports, and inspection findings.
- Ensure explosives site plans are submitted according to AFMAN 91-201, chapter 4. Brief Facility Utilization Board members at least annually on requirements of these plans.
- ★Visit the fire department at least semiannually to review and evaluate locally written procedures, prefire plans, explosives licenses, fire drills, etc.
- Visit explosive ordinance disposal ranges.
- Monitor on base weapons range activities.
- Ensure military training within explosives clear zones is being conducted safely.
- Review restrictive easements annually.
- Visit the incoming explosives laden motor vehicle inspection station.
- Visit suspect vehicle and SAFE Haven sites.
- Monitor parking spots that may be used for explosives-loaded aircraft with forward and side firing weapons (TO 11A-1-33, *Handling and Maintenance of Explosives-Loaded Aircraft*)
- Review electromagnetic radiation hazards. Provide essential information on all onbase radio frequency (RF) transmitters. Include the location, frequency range, output wattage, and antenna gain of each RF transmitter.

10.2.2. Each unit responsible for handling, using, or storing explosives will appoint a primary and alternate

unit explosives safety representative and send a copy of the appointment memo to the installation safety office. Each unit explosives safety representative will:

- Receive initial training from the installation WSM within 30 days of appointment.
- Help the unit commander set up and carry out a weapons safety program.
- Serve as the focal point for explosives safety matters.
- Disseminate explosives safety information and ensure safety education information is available.
- Ensure current mishap prevention information is disseminated.
- Establish a system for prompt reporting of explosives mishaps.
- Ensure unit personnel involved in explosives activities receive initial and annual explosives safety training according to paragraph 10.6 of the basic instruction. Ensure local lesson plans are coordinated with the installation explosives safety manager.
- Selectively monitor explosives operations and help supervisors develop procedures and instructions.
- Ensure new (proposed) locally written explosives operating procedures (including changes) are coordinated with the installation WSM. Ensure a copy of each published procedure (including changes) is provided to the installation safety office.
- Ensure supervisors are enforcing the use of technical data and locally written procedures.
- Visit explosives operations regularly to detect unsafe practices or conditions.
- ★Conduct at least one monthly spot inspection (unless the WSM establishes a more frequent spot inspection schedule). The spot inspection log should resemble the format outlined in paragraph 3.1.4.6 (Added)(AETC). Maintain copies of spot inspections for 1 year.

10.5. Units receiving notification of DDESB surveys will notify the appropriate NAF/SE and HQ AETC/SEG of the pending visit. If available, HQ AETC/SEG or the appropriate NAF/SEW will accompany DDESB members during the survey.

★11.5. (Added)(AETC) Forms Prescribed. AETC Forms 68, 69, 410, 703, and 705.

Attachment 3, Table A3.2, Rule 1. The correct addressees at HQ AETC are AOS/AOF and SEF. Include AIG 10906//SE// as a TO addressee.

PETER W. TKACS, Colonel, USAF
Director of Safety

2 Attachments (Added)(AETC)

5. List of Supplies and Equipment for a Mishap Investigation Kit
- ★6. List of Supplies and Equipment for a Safety Investigation Board Room

★LIST OF SUPPLIES AND EQUIPMENT FOR A MISHAP INVESTIGATION KIT (ADDED)(AETC)

SUPPLIES(see note)

- 6 note pads
- 4 rolls 2-inch masking tape
- 4 flashlights with spare batteries
- 3 rolls colored surveyor's tape
- 1 box sample bottles
- 1 box resealable plastic bags
- 2 video camcorders with spare batteries and 4 blank tapes
- 2 audio cassette recorder/players with spare batteries and 6 blank tapes
- aircraft models for appropriate aircraft
- 1 tripod
- 1 bundle surveyor's stakes
- 1 bundle parts tags
- 4 pair work gloves

NOTE: Items are not required to be stored in the kit, but must be readily available with their location noted on a packing list.

★LIST OF SUPPLIES AND EQUIPMENT FOR A SAFETY INVESTIGATION BOARD ROOM(ADDED)(AETC)**SUPPLIES**(see note)

1 two-hole punch
1 three-hole punch
12 accordion folders
50 name tag stickers
1 package 3x5-inch cards (100)
30 8½x11-inch envelopes
2 rulers (Engineering)
1 box black felt-tip markers (12)
1 box mechanical pencils
1 pair scissors
1 box rubber bands
1 package tabs
1 staple remover
1 clear roll tape
1 tape dispenser
4 rolls of 2-inch masking tape
1 box pencils (12)
4 label covers, plastic
1 box butterfly clips
1 box large paper clips
1 stapler
12 US Government Messenger Envelopes (SF 65-B)
12 large envelopes
2 in-and-out baskets
1 package Air Force stationery
1 Dictionary
1 Thesaurus
3 boxes computer disks
1 calendar filler
2 packages Post-It note pads
3 trash cans
1 grease marker bulletin board
1 chalk board
1 box ink pens--assorted color markers (fine tip #4)
1 copy Sarah-Lite for messages
1 box red pencils
1 box red pens
20 large white 3-ring binders
1 box yellow highlighters
14 reams 8½x11-inch bond paper
150 AF Forms 711I, **USAF Mishap Report Index Tab, Part One - Facts**
350 AF Forms 711J, **USAF Mishap Report Index Tab, Part Two - Board of Investigator Analysis**

EQUIPMENT(see note)

1 five-drawer file cabinet
3 terminals and monitors
1 Dictaphone with earphones and foot pedal
1 tripod
2 video camcorders
1 video playback machine

1 video monitor
1 paper cutter
1 typewriter
2 printers (1 laser quality)
2 audio cassette players/recorders with 12 cassette(1 portable)

NOTE: Equipment and supplies required for the mishap investigation kit may be used in the board room and need not be duplicated. Items are not required to be previously stored in the room, but must be readily available with their location identified.